

CHAPTER 5  
ILLUSTRATED FORMS

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CITY/TOWN COURT CASH BOOK

Prescribed by State Board of Accounts

RECEIPTS																									
Date		Receipt or Check Number	Fee Book		Case Number	From Whom Received or to Whom Paid	Total Cash Received	Court Costs			State Fines and Forfeitures	Infraction Judgments		Overweight Vehicle Fines	City/Town Fines	Document Fees	Facsimile Fees	Document Storage Fees	Late Payment Fees	Credit Card Service Fees	Probation User Fees	Probation Administrative Fees	Clerk's Probation Administrative Fees	Fiscal Officer's Probation Administrative Fees	
Mo.	Day		No.	Page				State	County	City/Town															
						AMOUNT BROUGHT FORWARD																			
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CITY/TOWN COURT OF \_\_\_\_\_

CITY/TOWN FORM 213CT (REV. 2004)

																DISBURSEMENTS										
	Local User Fees	State User Fees		Safe Schools Fees	Highway Worksite Zone Fees	Domestic Violence Fees	Automated Record Keeping Fees	Judicial Administrative Fees	Judicial Insurance Adjustment Fees	Cash Bonds	Bail Bond Administrative Fees	Marijuana Eradication Fees	Jury Fees	Other Fees		Trust Funds	Total Disbursements	Fees Paid to State	Fees Paid to City/Town	Fees Paid to County	Cash Bonds		Other Fees	Trust Funds		
		Due State	Due County																							
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CITY/TOWN COURT OF \_\_\_\_\_  
DETAILED LEDGER OF LOCAL USER FEES

	Date		Receipt Number	Fee Book		Card Number	From Whom Received	Total Cash Received	Pretrial Diversion Program	Alcohol and Drug Services Program	Law Enforcement Continuing Education			Deferral Program
	Mo.	Day		No.	Page									
							Amount Brought Forward							
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							TOTALS:							

Date	Kind	Number	Page	Cash	Check	M.O.	E.F.T.	CC-BC	Other	Case Number
RECORD				PAYMENT TYPE AND AMOUNT						

From Whom Received	On What Account	\$ Total Received

Court Costs:			State User Fees:		
State Share			Alcohol and Drug Countermeasures		
County Share			Drug Abuse, Prosecution:		
City/Town Share			Interdiction and Corrections		
State Fines and Forfeitures			Safe Schools Fees		
Infraction Judgments			Highway Worksite Zone Fees		
Overweight Vehicle Fines			Domestic Violence Fees		
City/Town Fines			Automated Record Keeping Fees		
Document Fees			Judicial Administrative Fees		
Facsimile Fees			Judicial Insurance Adjustment Fees		
Document Storage Fees			Cash Bonds		
Late Payment Fees			Bail Bond Administrative Fees		
Credit Card Service Fees			Marijuana Eradication Fees		
Probation User Fees			Jury Fees		
Probation Administrative Fees			Other Fees		
Clerk's Probation Administrative Fees			Trust Funds		
Fiscal Officer's Probation Administrative Fees					
Local User Fees:					
Pretrial Diversion Program					
Alcohol and Drug Service Program					
Law Enforcement Continuing Education					
Deferral Program					
Drug Court					
			TOTAL		

By \_\_\_\_\_ (Judge) (Clerk) City/Town Court \_\_\_\_\_

Form Prescribed by State Board of Accounts

City and Town Form No. 215 (1987)

CITY/TOWN COURT

\_\_\_\_\_, \_\_\_\_\_ No. \_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

\_\_\_\_\_ DOCKET NO. \_\_\_\_\_ PAGE \_\_\_\_\_ CAUSE NO. \_\_\_\_\_

\_\_\_\_\_  
(Judge) (Clerk) City/Town Court

Form Prescribed by State Board of Accounts

City and Town Form No. 215 (1987)

CITY/TOWN COURT

\_\_\_\_\_, \_\_\_\_\_ No. \_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

\_\_\_\_\_ DOCKET NO. \_\_\_\_\_ PAGE \_\_\_\_\_ CAUSE NO. \_\_\_\_\_

\_\_\_\_\_  
(Judge) (Clerk) City/Town Court

Form Prescribed by State Board of Accounts

City and Town Form No. 215 (1987)

CITY/TOWN COURT

\_\_\_\_\_, \_\_\_\_\_ No. \_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

\_\_\_\_\_ DOCKET NO. \_\_\_\_\_ PAGE \_\_\_\_\_ CAUSE NO. \_\_\_\_\_

\_\_\_\_\_  
(Judge) (Clerk) City/Town Court

PRESCRIBED BY STATE BOARD OF ACCOUNTS

CITY AND TOWN FORM 217CT (REV. 1997)

**REPORT TO COUNTY AUDITOR OF FINES AND FEES  
COLLECTED IN CITY/TOWN COURT**

To the Auditor of \_\_\_\_\_, County, Indiana

I, \_\_\_\_\_, (Judge) (Clerk) of \_\_\_\_\_  
City/Town Court, hereby certify that I have collected the following amounts of fines and forfeitures  
payable to the county:

For the month ending \_\_\_\_\_, \_\_\_\_\_

Itemization	Collections This Period		Prior Collections		Year to Date Collections	
State Fines and Forfeitures						
Infraction Judgments						
Overweight Vehicle Fines						
State User Fees (75%) - County Drug Free Community Fund						
Marijuana Eradication Fees						
Jury Fees						
TOTAL AMOUNT COLLECTED						

Dated \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Judge) (Clerk) \_\_\_\_\_ City/Town Court

NOTE - Mail To:

\_\_\_\_\_ County Auditor

\_\_\_\_\_

\_\_\_\_\_

(Make check payable to \_\_\_\_\_ County Treasurer)

(Judge) (Clerk) of \_\_\_\_\_ City/Town Court

## CITY/TOWN COURT DAILY/MONTHLY BALANCE RECORD

Date of Balance \_\_\_\_\_, 20\_\_

Daily \_\_\_\_\_ Monthly \_\_\_\_\_

Form Prescribed by State Board of Accounts

City Town Form No. 219CT (Rev. 2004)

	Beginning Balance	Receipts During Period	Disbursements for Period	Ending Balance
Payable to State:				
Court Costs - 55%				
State User Fees - 25%				
Safe Schools Fees				
Highway Worksite Zone Fees				
Domestic Violence Fees				
Automated Record Keeping Fees				
Judicial Administrative Fees				
Judicial Insurance Adjustment Fees				
Payable to Fiscal Officer:				
Court Costs:				
County - 20%				
City/Town - 25%				
City/Town Fines				
Document Fees				
Bail Bond Administrative Fees				
Facsimile Fees				
Document Storage Fees				
Late Payment Fees				
Credit Card Service Fees				
Probation User Fees				
Probation Administrative Fees				
Clerk's Probation Administrative Fees				
Fiscal Officer's Probation Administrative Fees				
User Fees:				
Pretrial Diversion Program				
Alcohol and Drug Services Program				
Law Enforcement Continuing Education				
Deferral Program				
Drug Court				
Payable to County:				
State Fines and Forfeitures				
Infraction Judgments				
Overweight Vehicle Fines				
State User Fees - 75%				
Marijuana Eradication Fees				
Jury Fees				
Cash Bonds				
Other Fees				
Trust Funds				
Totals				

## CASH RECONCILEMENT

\_\_\_\_\_, 20\_\_

	Name of Depository	Depository Balance at Beginning of Period	Deposits	Checks Issued	Depository Balance at Close of Period
	Bank				
	Bank				
	Investments				
	Totals				
	Add Cash on Hand at End of Period	x	x	x	x
	Plus Cash Short or Minus Cash Long	x	x	x	x
	Total Cash Balance	x	x	x	x

## FEE BOOK

1

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

\_\_\_\_\_ vs \_\_\_\_\_ User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_ Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

\_\_\_\_\_ vs \_\_\_\_\_ User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_ Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

\_\_\_\_\_ vs \_\_\_\_\_ User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_ Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

\_\_\_\_\_ vs \_\_\_\_\_ User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_ Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

\_\_\_\_\_ vs \_\_\_\_\_ User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_ Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

# REGISTER OF TRUST FUNDS

Form Prescribed by State Board of Accounts

General Form No. 102 (1959)

	DATE RECEIVED			RECEIPT NUMBER	FOR WHOM RECEIVED	CAUSE NUMBER	RECORD		AMOUNT RECEIVED	✓	DATE DISBURSED			CHECK NUMBER	AMOUNT DISBURSED	MEMORANDA
	MONTH	DAY	YEAR				DOCKET	PAGE			MONTH	DAY	YEAR			
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PRESCRIBED BY STATE BOARD OF ACCOUNTS

GENERAL FORM NO. 367 (1984)

CLERK'S REPORT TO AUDITOR  
OF ADDITIONAL JUDGMENTS FOR EXCISE TAX

TO THE AUDITOR OF \_\_\_\_\_ COUNTY, INDIANA

COLLECTIONS FOR MONTH \_\_\_\_\_, \_\_\_\_

LAW ENFORCEMENT AGENCY	NO. OF CITATIONS ISSUED	AMOUNT COLLECTED
STATE POLICE		
COUNTY SHERIFF		
CITY OF _____ POLICE		
CITY OF _____ POLICE		
TOWN MARSHAL - TOWN OF _____		
TOTALS		\$

I SWEAR THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT OF ALL COSTS AND FEES BELONGING TO THE ABOVE AGENCIES AND DEPARTMENTS COLLECTED BY ME FOR THE PERIOD SHOWN.

STATE OF INDIANA \_\_\_\_\_ COUNTY, SS

IC 9-18-2-41 PROVIDES THAT THE CLERK OF THE COURT SHALL ON A CALENDAR YEAR BASIS TRANSFER ADDITIONAL JUDGMENTS COLLECTED UNDER IC 9-18-2-1 TO THE COUNTY AUDITOR WHO SHALL DISTRIBUTE THE FUNDS TO THE LAW ENFORCEMENT AGENCIES RESPONSIBLE FOR ISSUING CITATIONS. THE PERCENTAGE OF FUNDS DISTRIBUTED TO A LAW ENFORCEMENT AGENCY EQUALS THE TOTAL NUMBER OF CITATIONS ISSUED BY THE LAW ENFORCEMENT AGENCY. THE STATE BOARD OF ACCOUNTS RECOMMENDS MONTHLY FILING OF THIS FORM TO ELIMINATE THE NECESSITY OF CARRYING THESE ITEMS IN TRUST.

\_\_\_\_\_ COURT

\_\_\_\_\_  
CLERK OF THE COURT

ATTORNEY GENERAL OF INDIANA  
REPORT OF UNCLAIMED FUNDS AND ESCHEATED ESTATES DUE THE STATE

DATE PAID IN	FOR WHOM RECEIVED	RECORD	NO.	PAGE	AMOUNT
	<div>SAMPLE</div> <p>This form is to be used when reporting and paying to the Attorney General all unclaimed fees and funds five or more years old and escheated estates.</p> <p>This form is to be prepared in triplicate. It is furnished by the office of Attorney General.</p>				

MAKE THREE COPIES, ONE EACH FOR CLERK, ATTORNEY GENERAL, STATE AUDITOR

TOTAL